

**Association of Political Science Students
Constitution and Bylaws**

PENDING APPROVAL AT AGM 2017

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1. Name

1.1. Name of the course union. The name of the course union shall be the Association of Political Science Students, hereinafter referred to as the 'APSS' or the 'Association'.

2. Authorization

2.1. Mandate. The mandate for the Association is authorized under “Article IX: Course Union” found in the constitution of the Arts and Science Student Union, hereinafter referred to as the “ASSU”.

2.2 Constitutional Authority. The Association of Political Science Students’ Constitution, hereinafter referred to as the “APSS Constitution” or the “Constitution”, serves as an extension to the ASSU’s Constitution in order to enshrine bylaws related to all matters of the Association.

3. Vision

3.1. The vision of the APSS is: *“To become a top-tier course union that connects undergraduate students to the academic scholarship of political science.”*

4. Mission

4.1. The APSS is tasked with the following mission: *“Enrich the extra-curricular experience of political science students through opportunities for personal and professional growth outside of the classroom.”*

5. Purpose and Objectives

5.1. Purpose of the APSS. The APSS shall endeavour to act as a liaison between its student membership, the Department of Political Science, and the Faculty of Arts and Science in order to:

- A. Foster a mutually beneficial and lifelong fellowship between students, academics and practitioners of political science;
- B. Provide an open, safe and inclusive space to discuss political issues in an educational manner;
- C. Commit to maintaining a non-partisan position on all issues involving the Association and its affairs;
- D. Increase the visibility of the APSS within and outside the University of Toronto;
- E. Provide academic support and resources for undergraduate and post-undergraduate planning;
- F. Provide its membership with opportunities for professional development that include but or not limited to:
 - I. Academic forums;
 - II. Social events;
 - III. Experiential excursions;
 - IV. Networking workshops;
 - V. Mentorship programming; and
 - VI. Career seminars.

6. Interpretation

6.1. Definitions. For the purpose of the APSS Constitution and any bylaws herein, unless the context otherwise specifies or requires:

- A. **“University”** means the University of Toronto’s St. George Campus and the relevant students which the ASSU represents;

- B. “**Department of Political Science**” or the “**Department**” means the Department of Political Science at the University of Toronto’s St. George Campus;
- C. “**Faculty of Arts & Science**” or the “**Faculty**” means the Faculty of Arts & Science at the University;
- D. “**College**” means a college within the Faculty of Arts & Science.
- E. “**ASSU**” means the Arts and Science Student Union at the University;
- F. “**Student**” means any full-time or part-time undergraduate enrolled at the University of Toronto St. George Campus;
- G. “**T-Card**” means the official University of Toronto photo ID card;
- H. “**Political Science Program**” means the enrolment of an undergraduate student in one of the programs offered by the Department of Political Science;
- I. “**Academic Year**” means the academic year determined by the University from September to April, inclusive, of any given calendar year;
- J. “**Academic Term**” means the academic term determined by the University from September to December, inclusive, and January to April, inclusive;
- K. “**Annual General Meeting**” means the annual general meeting of the Association to be held once per Academic Year in accordance with Article 13. General Meetings;
- L. “**General Member**” means any undergraduate student that satisfies the requirements to hold a general membership of the APSS;
- M. “**Executive**” means the governing body of the APSS;
- N. “**Executive Member**” means any member who is part of the APSS Executive;

- O. **“Executive Office”** or **“Office”** refers to the occupational duties and responsibilities of an elected member on the APSS Executive;
- P. **“Executive Position”** or **“Position”** refers to the occupational duties and responsibilities of an appointed member on the APSS Executive;
- Q. **“Appointees”** refers to either the occupation of a College Representative or the occupation of the Editorial Board of POLIS;
- R. **“Executive Meeting”** means a scheduled meeting of the Executive held in accordance with Article 14. Executive Meetings;
- S. **“Quorum”** is the minimum number of active members of the Executive that must be in attendance at an Executive Meeting for any motion to be carried and any voting to be valid;
- T. **“Chairperson”** means the Executive Member who leads the General and executive meetings as outlined in Article 16 “Chairperson”;
- U. **“APSS Faculty Advisor”** or **“Faculty Advisor”** means the Faculty Advisor from the Department of Political Science that works with the APSS Executive;
- V. **“Vice Presidents”** means both the Vice President of Finance and the Vice President of Communications;
- W. **“Absolute Majority”** means more than half of the votes casted (50% + 1) by those present;
- X. **“Simple Majority”** means a majority of the votes casted;
- Y. **“POLIS”** means the undergraduate academic journal of political science published by the APSS;

- Z. “CCR” means the official U of T document that recognizes your extracurricular involvement.

7. The Association

7.1. Composition. The Association shall be comprised of the following:

- A. General Members;
- B. The Executive;
- C. The College Representatives;
- D. The POLIS Editorial Board;
- E. The Faculty Advisor.

8. General Membership

8.1. Eligibility of the General Membership. All Members of the Association must be part-time or full-time undergraduate students that:

- A. Are currently enrolled or have completed at least one POL course offered or recognized by the Department of Political Science; or
- B. Are currently enrolled in a Political Science Program; and
- C. Are members of the Arts and Science Student Union and have paid the ASSU membership fee.

8.2. Rights of General Members. General Members shall be entitled to:

- A. Be a member of the Association at no charge;
- B. Attend and exercise the right to vote at General Meetings;
- C. Attend Executive Meetings with an observatory status;

- D. Participate in activities and events organized and held by the APSS;
- E. Run for an elected Office of the Executive;
- F. Submit an application for an Executive Position or Appointee of the Association;
- G. A membership that is guaranteed without the discrimination of a student's background, including but not limited to race, ethnicity, religion, sex, sexual orientation, gender identification and expression, color, ability, accessibility, national origin, political ideology, age, or marital status.

9. The APSS Executive

9.1. Eligibility. Any General Member is eligible to run for an elected Office or apply for a Executive Position. All Executive Members are also General Members of the Association.

9.2 Composition. The composition of the APSS Executive shall be comprised of at least the following Executive Members:

- A. Six (6) elected Offices;
- B. Six (6) appointed Positions; and
- C. Two (2) elected First-Year Representatives.

9.3. Structure and Portfolios of the APSS Executive. The structure of the APSS Executive and the portfolios for Executive Members are established under Appendix I of the Constitution. To add or remove Executive Members, or to change the duties and responsibilities of Executive Member's Portfolio, an incoming Executive must follow the procedures outlined in Article 30. "Amendments to the APSS Constitution".

9.4. Titles. The titles of Executive Members as outlined in Appendix I shall be the following:

A. Executive Offices:

- I. (1) President;
- II. (1) Vice President of Finance;
- III. (1) Vice President of Communication;
- IV. (3) Executive-at-Large;

B. Executive Positions:

- I. (1) Associate Vice President;
- II. (1) Editor-in-Chief of POLIS;
- III. (1) Director of Mentorship;
- IV. (1) Associate Director of Mentorship;
- V. (1) Director of Media;
- VI. (1) Associate Director of Media;

C. Executive Representatives

- I. (2) First-Year Representatives

9.4 Limitations. No Executive Member may hold more than one (1) title during the same Academic Term and throughout the Academic Year, with the exception of the Chairperson.

9.5. Responsibilities of the Executive. The Executive shall be the governing body of the Association and manage and supervise the business and affairs of the Association. In particular, the Executive shall:

- A. Represent the views of the Association to the University and work with the University to promote APSS objectives;
- B. Enhance the presence of the APSS on campus at the University;
- C. Oversee the organization and development of initiatives designed to advance the objectives of the APSS and work in partnership with the University and General Members to achieve these objectives;
- D. Review and approve the strategic plan, which will outline and define the goals and objectives of the Executive and which will be published in a manner accessible to members, within ninety (90) calendar days after the election of a new Executive;
- E. Oversee efforts of the Association to connect students, faculty, and alumni with one another for the purpose of establishing supportive relationships;
- F. Ensure the transition procedure as outlined in Article 27 “Transition Package and Transition Meetings” is completed;
- G. Oversee and manage all Association business, including but not limited to:
 - I. All financial matters of the Association;
 - II. Calling of any General or Executive Meetings;
 - III. Removal or replacement of any Executive Member;
 - IV. Process for electing and appointing Members of the Executive; and
 - V. Ensure that Executive Members act in accordance with the APSS Constitution and its bylaws.

9.7. Events, Activities and Initiatives. The Executive is responsible for planning and hosting events and undertaking initiatives related the purpose and objectives of the Association as well as the strategic plan subject to the approval of the Executive.

10. College Representatives

10.1. Preamble. A College Representative shall serve as the liaison between the Executive and the General Membership affiliated with a College. In particular, the College Representatives shall represent the views of the Association to the University and work with their respective College administration and student governing councils to promote APSS objectives and enhance the presence of the APSS on campus at the University.

10.2. Eligibility. Any General Member is eligible to apply for the occupation of a College Representative for their respective College at the Faculty.

10.3. Composition. There shall be seven (7) Appointees for the occupation of a College Representative, one (1) for each of the Colleges listed below:

- A. Innis College
- B. New College
- C. St. Michael's College
- D. Trinity College
- E. University College
- F. Victoria College
- G. Woodsworth College

10.4. Duties of the College Representatives. The duties and responsibilities of the College Representative include, but are not limited to:

- A. Overseeing communications between the APSS and Association members belonging to their respective College;
- B. Serving as the liaison between their respective College and the Association;
- C. Promoting all APSS event and initiatives at their respective college, including but not limited to brief classroom presentations and poster distributions;
- D. Working with a team of other College Representatives to organize at least one (1) event or initiative during the Academic Year in which they serve; and
- E. Attending APSS Events when available to liaise with students.

10.5. Appointments. The Electoral Committee is responsible for administering the appointments of the College Representatives within the first eight (8) weeks of the Fall Academic Term.

11. The POLIS Editorial Board

11.1. Eligibility. Any General Member is eligible to apply to be an Appointee on the POLIS Editorial Board.

11.2. Composition. The Editor-in-Chief, in consultation with the President, decides the composition of the POLIS Editorial Board.

11.3. Duties of the POLIS Editorial Board. The duties of the POLIS Editorial Board include, but are not limited to:

- A. Working with the Editor-in-Chief to organize the collection and selection of academic articles, alternative written work, and media productions in the POLIS;
and

- B. Ensuring the publication of one (1) academic journal per Academic Year scheduled for the Annual Spring Elections.

11.4. Appointments. The Editor-in-Chief, in consultation with the President, is responsible for administering the appointments of the Editorial Board within the first eight (8) weeks of the Fall Academic Term.

12. APSS Faculty Advisor

12.1. Preamble. The Executive has the option of appointing a Faculty Advisor to provide counsel in matters regarding the Association. The Faculty Advisor must be a currently employed faculty member of the Department of Political Science at the University. The Faculty Advisor will be available primarily to advise the Executive on matters regarding the Association. They may offer insight on: continuity, consistency, courtesy, and competence.

12.2. Rights of the Faculty Advisor. The APSS Faculty Advisor holds the right to:

- A. Attend all APSS events, General and Executive Meetings, and elections;
- B. Advise and counsel the Executive on all motions carried and all decisions that require a vote; and
- C. Oversee all APSS elections as outlined in Article 20 Subsection 5 “Faculty Advisor Electoral Oversight”.

12.3. Limitations of Power. The Advisor does not have the power to move any motions, and does not have the right to vote on any motions regarding matters of the Association.

12.4. Removing or Requesting a New Advisor. Any Executive Member may move a motion to request a new Faculty Advisor. A two-thirds ($\frac{2}{3}$) majority vote with at least

four (4) elected Offices in attendance is needed for the Executive to either remove or reappoint a new Faculty Advisor.

13. General Meetings

13.1. Annual General Meeting. There must be at least one (1) Annual General Meeting held during either the Winter Session or the Fall Session of the Academic Year.

13.2. Additional General Meetings. Any additional General Meetings may be called by the following:

- A. Any member of the Executive with a motion that requires a two-thirds ($\frac{2}{3}$) majority vote; or
- B. Any ten (10) members of the Association with a petition, which must satisfy the following requirements:
 - I. Such a petition should include the printed names, signatures and student numbers of the petitioners, as well as a telephone number of a spokesperson for the group;
 - II. The petition must be delivered to either or both the APSS Office (SS 588) or the ASSU office (SS 1068). Upon receipt and validation of such a petition by either the ASSU Executive or the APSS Executive, a General Meeting must be called immediately and advertised by the Executive to occur no later than two (2) weeks, or;
 - a) At a day, time, and place that is mutually agreed upon between the spokesperson of the petition and the members of the APSS Executive; or

- b) At a day and time between 9:00 AM and 9:00 PM, Monday to Friday inclusive, at an accessible location on the St. George Campus, requested by the spokesperson of the petitioners and approved by ASSU Executive or the APSS Executive with a two-thirds ($\frac{2}{3}$) majority vote.

13.3. Right of Attendance and Voting. All General Meetings shall be open to all General Members of the Association, and all General Members may exercise their right to one (1) vote in all motions moved during the meeting regarding matters of the Association. General Members eligible to attend and vote include elected and appointed Members of the Executive, members of the College Representatives, and the POLIS Editorial Board.

13.4. Quorum for a General Meeting. The quorum for a General Meeting is given by holding a vote that requires an Simple Majority to pass. Proxy voting shall not be allowed at any time during the meeting.

13.5. Notification of General Meetings. All scheduled General Meetings shall be thoroughly publicized in Political Science classrooms, the APSS website, and on campus in places deemed appropriate and with approval, and should be scheduled to provide satisfactory notice to all members at least two (2) weeks before the meeting.

13.6. Chairperson for General Meetings. A member of the Executive shall chair a General Meeting following the requirements and conditions of Article 16 Subsection 1 “Chairperson for a General Meeting”.

14. Executive Meetings

14.1 Scheduling, Notice, and Attendance. The Executive of the Association shall meet at least twice per month between September and April, inclusive within the Academic Year. Notice of an Executive Meeting shall be sent to each member of the Executive to the Executive Distribution List within a reasonable time before the time of the meeting that is no later than two (2) days before the time of the Executive Meeting. Notice for all Executive Meetings shall contain the date, time, location, and a brief agenda of all matters to be addressed. Supporting materials should also be included in the e-mail announcement, wherever possible to do so. With the exception of excused absence, Executive Members are expected to attend a minimum of seventy-five percent (75%) of those meetings held by the Executive during the Academic Year.

14.2. Eligibility for Attendance of an Executive Meeting. Executive Meetings are open to any General Members of the Association. Any member of the Association has the right to attend an Executive Meeting as an observer, but does not have the right to move any motions or vote on any decisions. Any member of the Executive has the right to motion for a private meeting to restrict all or part of an Executive Meeting to members of the Executive through a secret ballot that requires a two-thirds ($\frac{2}{3}$) majority vote to pass.

14.3. Quorum for Executive Meetings. Quorum for Executive Meetings shall consist of at least four (4) Executive Offices, one of which must be the Chairperson. If an Executive Meeting does not have quorum, no motion may be moved or voted on until quorum is achieved.

14.4. Motions. Any Member of the Executive has the right to add an item to the agenda and move a motion to a vote.

14.5 Voting. All motions moved by any Executive member at an Executive Meeting shall require an Absolute Majority vote to pass. Only elected Executive Offices have a right to vote on matters regarding the Association during Executive Meetings. Executive Offices are allowed to exercise only one (1) vote on each motion moved during an Executive Meeting. Appointed Executive Positions, First-Year Representatives, and Appointees do not hold the right to vote, but may move motions to an executive vote and counsel on decisions during debate.

14.6 Chairperson's Vote. The impartiality of the Chairperson must preclude their right to move motions and exercise their right to vote. The chairperson is to refrain from voting unless their vote will affect the result under the conditions that:

- A. Their vote results in an Absolute Majority on a motion; or
- B. Their vote results in a tie.

14.7 Tie-breaking. In the case that a vote on a motion moved by a Member of the Executive does not result in an Absolute Majority or results in a tie, the motion is defeated. The same motion may not be raised during the same meeting unless an elected Office on the prevailing side motions to reconsider the vote.

15. Minutes

15.1. Minutes recorded for an Executive Meeting or General Meeting. Any member of the Executive may volunteer or be delegated the responsibility to take minutes at an Executive Meeting or a General meeting, with the exception that,

- A. The member is the Chairperson; or

- B. The Executive Member's Office or Position is subject to the Removal of an Executive Member as described in Article 17 "Removal of an Executive Member".

The Chairperson of an Executive Meeting or a General Meeting has the responsibility of making the minutes accessible on the APSS website no later than five (5) days after any meeting.

16. Chairperson

16.1. Chairperson for a General Meeting

The President shall be the designated Chairperson for General Meetings. The President may delegate the occupation of Chairperson to either the Vice President of Finance or the Vice President of Communications of the Association to run a General Meeting. If the President or Vice Presidents mentioned above are not in attendance or their Offices are vacant during a General Meeting, any General Member of the Association may motion the nomination of any Member of the Executive to chair a General Meeting, which requires a Simple Majority vote to pass.

16.2 Chairperson for an Executive Meeting. The President of the Association acts as the Chairperson for an Executive Meeting, and has a responsibility to address the items on a meeting agenda. If the President is absent or the Office is vacant, Executive Meetings will be chaired firstly by:

- A. The Vice President of Communications, or if their Office is absent or vacant;
- B. The Vice President of Finance.

17. Removal of an Executive Member

17.1. Preamble. The removal of an Executive Member from their Office, hereinafter referred to as the “Evaluation Process” must follow the policies and procedures in the following successive order:

- A. Performance Review
- B. Probationary Period
- C. Removal Procedure

Unless otherwise stated, a Member of the Executive in the Evaluation Process is herein referred to as the “Executive Member under Evaluation”.

17.2. Performance Review. Any Executive Member may move a motion for a Performance Review from any Member of the Executive at any time during the Academic Year who is deemed to unsatisfactorily meet the standards and requirements of the duties of their Office. A motion for a Performance Review must pass an Absolute Majority vote by secret ballot during an Executive Meeting that meets quorum and has at least fifty percent (50%) of the APSS Executive in attendance to be carried out. The Performance Review must occur during an Executive Meeting that is at least one (1) week but no more than two (2) weeks after the day the motion was carried and the vote passed, and must have the Executive Member under Evaluation in attendance. A Performance Review must consist of a constructive, productive and respectful discussion among the members of the Executive and the Executive Member under Evaluation, and must include:

- A. A review of the duties and responsibilities of the Office or Position being evaluated;

- B. A list of goals, expectations, and strategies in writing for the Executive Member under Evaluation; and
- C. An agreement between the Executive Member under Evaluation and the rest of the Executive to a timeline of at least one (1) week, but no more than two (2) weeks where specific goals, strategies, and expectations can be met and recorded.

The Executive Member under Evaluation has exactly two (2) weeks to meet the goals and expectations set out by the Executive during the Performance Review. If an Executive Member under Evaluation successfully and satisfactorily meets the goals outlined in the Performance Review on schedule, any member of the Executive may motion to vote for completion of an Executive Member's Evaluation Process, which requires an Absolute Majority vote by secret ballot to pass.

17.3. Probationary Period. Any Member of the Executive can motion a request to place another member of the Executive under a Probationary Period in the case of continued ineffectiveness and unsatisfactory results of a Performance Review, which requires an Absolute Majority vote by secret ballot to pass. An Executive Member under Evaluation in a Probationary Period maintains the right to attend Executive Meetings, but relinquishes the right to move any motions or vote on any motions moved by the Executive. A Probationary Period must last no longer than one (1) week or until the next Executive Meeting, whichever is longer. During a Probationary Period, the Executive Member must attend the next scheduled Executive Meeting, with the exception of one (1) excused absence. A Probationary Period must consist of a constructive, productive and respectful discussion among the members of the Executive and the Executive Member under Evaluation, and must include:

- A. A re-assessment of the duties and responsibilities of the Office or Position being evaluated;
- B. A renewed list of goals, expectations, and strategies in writing for Executive Member under Evaluation;
- C. An agreement between the Executive Member under Evaluation and the rest of the Executive to a timeline of no more than one (1) week where specific goals, strategies, and expectations can be met and recorded.

An Executive Member under Evaluation in a Probationary Period has no longer than one (1) week or until the next Executive Meeting, whichever is longer, to successfully and satisfactorily meet the new expectations agreed to by the Executive members. If an Executive Member under Evaluation in a Probationary Period successfully and satisfactorily meets reassessed goals and strategies on schedule, any member of the Executive may motion to vote for completion of the Evaluation Process, which requires an Absolute Majority vote by secret ballot to pass. Should an Executive Member under Evaluation fail to meet the expectations set out during the Probationary Period, any member of the Executive may move a motion for a Removal Procedure, which requires an Absolute Majority vote to pass.

17.4 Removal Procedure. A Member of the Executive may be considered for removal from their Position or Office under the following circumstances:

- A. Failure to attend three consecutive Executive Meetings without excusal;
- B. Failure to attend two consecutive Executive Meetings under a Performance Review;
- C. Refuse to perform the duties of their Position or Office;

- D. Failure to satisfactorily meet the expectations during the Probationary Period;
- E. By their statements, actions, or inaction, bring the APSS into disrepute.

A member of the Executive who is placed in the Removal Procedure of their Office or Position shall be notified of such action in writing no later than either two (2) days after the vote was passed, or five (5) days before the next Executive Meeting. The Executive Member under Evaluation that has been placed in the Removal Procedure shall:

- A. Relinquish the right to carry motions or vote on motions carried by the Executive;
- B. Be provided with the opportunity to respond and rebut in-person to provide reasons or evidence in favour of their case at the next scheduled Executive Meeting for no more than ten (10) minutes; and
- C. After at most ten (10) minutes, the Executive Member under Evaluation is to be excused momentarily from the Executive Meeting, and the remaining elected members of the Executive shall vote by secret ballot to either place an Executive Member back into the Probationary Period or to terminate the Executive Member's Position or Office, which both require an Absolute Majority.

If a vote to terminate an Executive Position or Office is passed, the Executive Member under Evaluation is immediately removed from the APSS Executive and excused of their Position or Office duties.

17.5 Appeal Process of the Removal of an Executive Member. Any member that has been removed from the APSS Executive at an Executive Meeting has the right to appeal the decision to the ASSU Office. An appeal must be made in writing and received by the ASSU Office no later than two (2) weekdays after the completion of the Removal Procedure. The APSS Executive may not call for a by-election or a re-appointment of the

vacant position if an appeal is submitted and must wait until the appeal is reviewed and settled by the ASSU Executive. The ASSU Executive has the final ruling on all appeal decisions.

18. Resignation

18.1. Procedure of Resignation. A Member of the Executive may resign at any time during the Academic Year by delivering their resignation in writing to the Executive. Such Resignation is effective once received by the APSS Executive or at such time as may be specified in the resignation, whichever is later. After resignation, the Office or Position that was resigned will be considered vacant and subject to Article 19 “Vacancies”.

19. Vacancies

19.1 Filling a Vacant Position or Office on the Executive

If a member of the Executive resigns or is removed from their Position or Office, the Executive of the Association must immediately call for either:

- A. A by-election in the case of the vacancy of an elected Office, or;
- B. A call for applications for the reappointment of a Position;

These two conditions should not be met if:

- I. There is an appeal in process, or;
- II. There are at least five (5) weeks before either the Spring Elections or the end of Academic Year.

The Executive of the Association must grant at least two (2) weeks but no more than three (3) weeks to call for and clearly advertise for either a by-election or a call for applications to fill a vacancy on the Executive.

19.2 Electoral and Re-Appointment Procedures for filling a vacant Office of the

Executive. To re-elect a vacant Executive Office, by-elections shall be held which shall follow the bylaws of the electoral process as outlined in Article 24. “By-elections”. To reappoint a vacant Executive Position, a call for applications shall be held select a replacement as outlined in Article 25 “Reappointments of Executive Positions”.

The re-election of an Office or re-appointment of a Position of the Executive will be administered by the Electoral and Reappointments Committee as outlined in Article 22 “Electoral and Reappointments Committee”.

20. Annual Spring Elections

20.1. Preamble. The APSS Executive is committed to providing a student voting experience that is accessible, fair, and representative by incorporating different electoral systems into the voting process that are suited for each elected Office. The Annual Spring Elections, herein referred to as “Spring Elections”, is an opportunity for an eligible member of the Association to participate and run for an elected Office.

20.2. Call for Spring Elections. In order to hold the Spring Elections, the Executive must:

- A. Notify the ASSU Office at least two (2) weeks in advance of the election; and
- B. Clearly advertise the Spring Elections at least two (2) weeks prior to the date of the Election.

20.3. Eligibility for Participation in the Spring Elections. Any General Member is eligible to participate and run for an Executive Office at the Spring Elections. A member has the right to run *in absentia*. Candidates must submit their name, student ID, and a short letter of intention of which elected Office they intend to run for in an email

addressed to the Chief Returning Officer (CRO) and Deputy Returning Officer (DRO) at least two (2) days before the Spring Elections occur.

20.4. Online Voting System. The Spring Elections will be administered using an online voting platform. The Executive must have purchased an online voting platform that allows for both the Single Transferable Vote and Instant Runoff electoral systems. The online voting platform must be tested at least once per semester during an Executive Meeting and before the Election. The online voting platform's administrative account will be given to the CRO and DRO at an Executive Meeting held before the Spring Elections occur.

20.5. Chief Returning Officer (CRO) and Deputy Returning Officer (DRO). The Electoral Committee shall administer applications for a Chief Returning Officer and Deputy Returning Officer through an advertised application process at least four (2) weeks before the Spring Elections. The APSS Executive must select a CRO and DRO with an absolute majority vote no later than (2) weeks before the Spring Elections. The CRO and DRO must be a student, and may not be an Executive Member or an Appointee, and are not permitted to run as a candidate in the Spring Elections. The CRO and DRO's positions are voluntary.

The CRO's duties and responsibilities include, but are not limited to:

- A. Ensuring that the APSS Executive has purchased an online voting platform that allows for both Single Transferable Vote and Instant Runoff Vote electoral systems;
- B. Greeting individuals into the room on the day of the Election and making sure each student (including candidates) signs in with the DRO;

- C. Inform all candidates that no campaigning, in any form, may take place once the doors close to start the Elections. Should a candidate continue to campaign, the CRO and DRO together carry the authority to disqualify the candidate from running in the election. Any disqualified candidates maintain their right to vote in the Elections;
- D. Providing each eligible candidate with a nametag after signing in with the DRO;
- E. Ensure there are at least three (3) spare and functioning computers in the room for students with accessibility needs;
- F. For each elected Office being voted by an electoral system, the CRO will establish an order at random and introduce one student at a time with their name and allow the student to give a two (2) minute speech. The CRO must enforce the two-minute speech limit;
- G. Declare the winner of a candidate for an elected Office after conferring with the DRO and Faculty Advisor (if available) for approval of the winner.

The DRO's duties and responsibilities include, but are not limited to:

- A. Recording each student's name, student number, UofT email address with the presentation of a valid T-Card, and a handwritten signature. Students without a valid T-Card may enter the room to observe the elections, but will not be permitted to sign in or to vote. Only University of Toronto email addresses are to be accepted;
- B. Close the doors of the room as soon as the Spring Elections begin. Members who walk in after the doors are closed have a right to enter and remain in the room, but are not eligible to sign-in, participate, or vote;

- C. After all candidates being voted by an electoral system have given their two-minute speeches, the DRO must send one voting link to all eligible and registered voters, including candidates, to their University email address;
- D. Allow a full ten minutes or completion of voting submission to allow all eligible students to vote;
- E. Close the elections online after ten (10) minutes or after all eligible voters have submitted their vote, whichever happens first. Cross-referencing the sign-in list with the amount of votes will be needed to know when to close the online voting after all eligible voters have submitted their vote;
- F. After receiving all eligible votes, the DRO must show the results to the CRO for approval;
- G. Keep the sign-in list and voting results in file for at least four (4) weeks in a secure area;
- H. Comply with the ASSU Office in the event of an appeal in releasing the online ballots.

20.6. Faculty Advisor Electoral Oversight

The APSS Faculty Advisor has the right to oversee the electoral process and scrutinize the results of online or paper ballots. The Advisor has the right to obtain and release the ballots to declare any discrepancies of the electoral procedure to the ASSU Office for review.

20.7. Electoral Procedure for the Spring Elections

It is the joint responsibility of the CRO and DRO to observe and enforce the following electoral procedures:

- A. Any General Member of the Association, except for the CRO and DRO, is eligible to participate and vote in the Spring Elections;
- B. The Spring Elections must occur between 9:00 AM to 6:00 PM on a weekday;
- C. Any candidate running in the Spring Elections may only run for one (1) elected Office;
- D. Each General Member has the right to one (1) vote per elected Office;
- E. Once the Spring Elections have begun, the doors must remain closed for the entirety of the event. General Members are to be strongly encouraged to remain for the entirety of the Spring Elections, and will not be given permission to leave the premises during voting unless they have extenuating circumstances that call for exception at the discretion of the CRO or the DRO.

20.8. Electoral Systems for the Spring Elections

The following electoral systems are to be used with an online voting platform during the Spring Elections:

- A. The Instant Runoff Voting (IRV) electoral system will be used to elect the following Offices:
 - I. One (1) President;
 - II. One (1) Vice President of Communications; and
 - III. One (1) Vice President of Finance.
- B. The Single Transferable Vote (STV) electoral system will be used to elect three (3) Executive-at-Large members.

Where only one nominee is standing for election for an elected Office, the vote shall be to ratify or challenge the candidacy.

20.9. Paper ballots for the Spring Elections

The Single Member District (SMD) electoral system will be used:

- A. During the Spring Elections in the event that an online voting platform becomes impossible; or
- B. To re-elect an elected Office that has been removed or is vacant as described in Article 24 “By-elections”.

In the case that Spring Elections must be done by paper ballots using the Single Member District electoral system, the DRO and CRO must follow the following procedures:

- A. Responsibilities of the CRO for paper ballots include, but are not limited to:
 - I. Greeting individuals into the room on the day of the Election and making sure each student (including candidates) signs in in with the DRO;
 - II. Providing each candidate with a nametag after signing in with the DRO;
 - III. For each elected Office, the CRO will establish an order at random and introduce one student at a time with their name and allow the student to give a two (2) minute speech. The CRO must enforce the two-minute speech limit;
 - IV. Declare the winner of a candidate for an elected Office after conferring with the DRO and Faculty Advisor (if available) for approval of the winner.
- B. Responsibilities of the DRO for paper ballots include, but are not limited to:
 - I. Recording each student’s name, student number, handwritten signature, and request the presentation of a valid T-Card, and a handwritten signature.

Students without a valid T-Card may enter the room to observe the elections, but will not be permitted to vote;

- II. Distribute writing utensils and one (1) paper ballot to be used for all elected Offices to each eligible member that has the right to vote as they sign in with the DRO;
- III. Close the doors of the room as soon as the Spring Elections begin. Members who walk in after the doors are closed have a right to enter and remain in the room, but are not eligible to sign-in, participate, or vote;
- IV. After receiving all paper ballots, the CRO and DRO must physically tally the ballots in a separate room. The Faculty Advisor, unless absent or vacant, must be present to overview this procedure;
- V. Keep the sign-in list and paper ballots in file for at least four (4) weeks in a secure area;
- VI. Comply with the ASSU Office in the event of an electoral appeal in releasing the paper ballots.

20.10. Voting Procedures for the Single Member District (SMD) electoral system.

The CRO and DRO must jointly ensure that:

- A. Only one round of voting will occur for all elected Offices after all candidates have given their two-minute speech;
- B. Each ballot must record the name of one candidate only for each Office, with the exception of 3 names for the Executive-at-Large;
- C. For each elected Office, a Simple Majority of votes is required for a candidate to win an election;
- D. Allow the Faculty Advisor to oversee the counting of paper ballots, as described in Subsection 6 “Faculty Advisor Electoral Oversight” of this article.

21. Electoral and Reappointments Committee

21.1. Duties of the Electoral and Reappointments Committee. The Electoral and Reappointments Committee, hereinafter referred to as the Electoral Committee, is tasked with the responsibility of

- A. Administering the applications for Executive Positions;
- B. Administering the Fall Elections;
- C. Administering the applications for the College Representatives in the Fall Academic Term;
- D. Administering by-elections to re-elect an Office after vacancy due to removal or resignation;
- E. Administering applications for reappointments of an Executive Position after vacancy due to removal or resignation; and
- F. Administering the applications for the CRO and DRO for the Spring Elections.

21.2 Composition of the Electoral Committee. During the first Executive Meeting of the Academic Year, the Executive must appoint three (3) elected Offices on a voluntary basis to be part of the of the Electoral Committee.

Of the three (3) Executive Offices, of which:

- A. One (1) member must be the President and at least one (1) member must be a Vice President; or
- B. At least one (1) of the three (3) members must be a Vice President in the case that the President's Office is vacant through removal or resignation; or

C. All three (3) members that hold the Office of Executive-at-Large in the case that the Office of the President and both Vice Presidents are vacant through removal or resignation.

Any Executive Member may join the Electoral Committee with an observational status if desired to oversee any by-elections or reappointments.

21.3. Reappointing members to the Electoral Committee. Should any Executive Member that is also a member of the Electoral Committee have their Office become vacant through a removal or resignation, the Executive will reassign members of the Executive on a voluntary or appointed basis until three (3) elected Offices are reinstated into the Electoral Committee that follow the procedures of subsection 2 of this article.

22. Appointing Executive Positions

22.1. Preamble. Executive Positions are to be determined before the start of the next Academic Year that follows the Spring Elections. The Electoral Committee will be responsible to administer the applications for all Executive Positions.

22.2. Selection Process. The Electoral Committee must present the eligible candidates for Executive Positions at an Executive Meeting after the application deadline. The Executive Offices must select a candidate for an Executive Position by passing an Absolute Majority vote. The voting process is subject to Articles 14.4 “Voting”, 14.5 “Chairperson’s Vote”, and 14.6. “Tiebreaking”. Should a vote result in a tie, the applicant is considered rejected and a new applicant must be considered for the Executive Position.

22.3. Application Deadlines. The application process for appointed Executive Positions must meet the following deadlines:

- A. The call for applications for appointed Positions is scheduled to occur between May 1st and May 15th of any given year;
- B. The selection process is scheduled to occur between May 15th and May 30th of any given year;
- C. All offers of acceptance must be sent with a Transition Package, as described in Article 28 “Transition Package and Transition Meetings”, that requires a signature of the applicant to officially hold an Executive Position;
- D. All selected applicants have until June 1st of any given year to provide a written or digital signature to the Transition Package.

Should a selected applicant fail to provide a signature by June 1st, the APSS Executive may continue to search for candidates for any given Executive Position.

23. Annual Fall Elections

23.1. Preamble. The Annual Fall Elections, herein referred to as “Fall Elections”, is an opportunity for a General Member in their first year of their academic studies to participate and run for First Year Representative. The Electoral Committee will administer the Annual Fall Elections following the procedures outlined in subsection 3 of this article.

23.2 Candidacy for the Fall Elections

General Members of the Association interested in running to be a First Year Representative at the Fall Elections must submit their name, student number, and a brief letter of intention to the Electoral Committee at least two (2) days before the Fall Elections occur.

23.3. Electoral System and Voting Procedure for the Fall Elections

The Fall Election will use the Single Transferable Vote (STV) electoral system using an online voting platform to elect two (2) First Year Representatives. Where only two nominees are standing for election, the vote shall be to ratify or challenge the candidacy. The Electoral Committee will adopt the duties and responsibilities of the CRO and DRO as stipulated in Article 20 Subsection 5 “Chief Returning Officer (CRO) and Deputy Returning Officer (DRO)”, and follow the electoral procedure as stipulated in Article 20 Subsection 7 “Electoral Procedure for the Spring Elections”, as they apply to the Fall Elections. If online voting becomes impossible, the Single Member District (SMD) electoral system will be used with paper ballots. In such case, the Electoral Committee will adopt the duties and responsibilities of the CRO and DRO as stipulated in Article 20 Subsection 9 “Paper ballots for the Spring Elections” and follow the voting procedure as stipulated in Article 20 Subsection 10 “Voting Procedures for the Single Member District (SMD) electoral system” as they apply to the Fall Elections.

24. By-elections

24.1. Preamble. The Executive may call for by-elections if an Executive Office or First-Year Representatives becomes vacant through resignation or removal during at any point during an Academic Term but no later than five (5) weeks before the end of the Academic Year.

24.2. Administration of by-elections. The Electoral Committee shall administer all by-elections to re-elect a vacant Executive Offices to First-Year Representative.

24.3. Duties of the Electoral Committee for by-elections. It is the responsibility of the Electoral Committee to ensure that the Executive purchases an online voting platform that allows for:

- A. The Instant Runoff Voting electoral system in the case of a by-election that replaces one (1) elected Executive Member, or;
- B. The Single Transferable Vote electoral system in the case of a by-election that replaces two or more members of the same elected Office, namely Executive-at-Large or First Year Representative.

The Electoral Committee will adopt the duties and responsibilities of the CRO and DRO as stipulated in Article 20 Subsection 5 “Chief Returning Officer (CRO) and Deputy Returning Officer (DRO)”, and follow the electoral procedure as stipulated in Article 20 Subsection 6 “Electoral Procedure for the Spring Elections” as they apply to by-elections. If online voting becomes impossible, the Single Member District (SMD) electoral system will be used with paper ballots. In such case, the Electoral Committee will adopt the duties and responsibilities of the CRO and DRO as stipulated in Article 20 Subsection 9 “Paper ballots for the Spring Elections” and follow the voting procedure as stipulated in Article 20 Subsection 10 “Voting Procedures for the Single Member District (SMD) electoral system” as they apply to by-elections.

25. Reappointments of Executive Positions

25.1. Preamble. The Executive may call for applications if an Executive Position becomes vacant through resignation or removal during the Academic Year no later than five (5) weeks before the end of the Academic Term.

25.2. Duties of the Electoral Committee for reappointments. The Electoral Committee shall administer applications for all reappointments of Executive Positions. The application process must last at least one (1) week, but no later than two (2) weeks.

25.3 Selection of Reappointments. The selection process to reappointment an Executive Position must pass an Absolute Majority vote by the APSS Executive. Should the vote result in a tie, the motion to select the applicant for reappointment is considered defeated. The APSS Executive may not vote on the same candidate more than one time for the reappointment of an Executive Position.

26. Appeals to Electoral or Appointed Results of the Executive

26.1. Right to Appeal. Newly elected or appointed Members of the Executive, including those elected at a by-elections and selected through a reappointment, do not officially hold the title of their Office or Position if an appeal is accepted by ASSU. Any member of the Association that was present and signed-in at the Spring Elections, the Fall Elections, or in recorded attendance of a by-election has two (2) days to submit an appeal after any electoral result or appointments announced throughout the Academic Year.

26.2. Appeal Process. All appeals to any electoral result or appointed decisions must be made in writing and submitted to the ASSU Office for review. The ASSU Executive has the right to make a final ruling on all appeals regarding electoral results or appointed decisions, to be effective immediately.

27. Transition Package and Transition Meetings

27.1. Preamble. The Transition Package is a set of documents from all Offices of the Executive to record their activities and events throughout their term. It is to be used as a resource for incoming Executive Members in the long-term strategic planning of the Association.

27.2. Content. The Transition Package is a document containing:

- A. A written report of the outgoing Executive Member's yearly activities;

- B. A copy of the CCR portfolio highlighting the duties and responsibilities of their Office;
- C. A personal reflection and strategic plan for the future of the Office;
- D. A Transition Contract consisting of a signed acknowledgement of completion of the Transition Package;
- E. An optional section that includes the outgoing member's contact information;
- F. A (digital or printed) copy of the APSS Constitution.

27.3. Executive Transitions. Each Office and Position of the Executive is responsible to complete and sign all documents in their Transition Package by the end of their term and must be submitted to the President, or Vice Presidents should the President's Office be vacant due to removal or resignation, for a signature of acknowledgement of the Transition Contract for each Office at least one (1) day before the Spring Elections. It is the responsibility of the outgoing President to handover the Transition Package to the incoming President of the APSS immediately after the Spring Elections. The documents in the Transition Package are to be redistributed to the respective Offices of the new Members of the Executive as soon as possible. The President may use the documents in the Transition Package for the selection process of the appointed Offices as described in Article 30 "Appointed Offices".

27.4 Transition Meetings. All incoming Members of the Executive are strongly encouraged to conduct a transition meeting with an outgoing Executive Member regarding their respective Office. The transition meeting can be conducted personally, over video call or over phone call. Transition meetings are designed to address any questions or concerns regarding the Transition Package and the portfolio of an Office or

Position of the Executive. The incoming members of the Executive are encouraged to contact outgoing members of the Executive by referencing the contact information found in the Transition Package.

28. Financial Records

28.1. Signing Authorities. There shall only be three (3) signing authorities on the financial accounts of the APSS:

1. President;
2. Vice President of Finance;
3. Vice President of Communications.

28.2. Cheques. Each cheque issues by the APSS executive shall require the signatures of exactly two signing authorities in accordance with ASSU and University policy.

28.3. Releasing Financial Records. The APSS is committed to guaranteeing financial accountability and fiscal transparency of course union funding, accounting, and expenses through the Academic Year. The ASSU shall have the right to audit the financial records and bank accounts of the APSS regarding funds granted by the ASSU, in which case the Executive must comply with all ASSU policies and procedures.

29. Constitutional Appeals

29.1. Preamble. This constitution is to ensure the proper and constitutional governance of the Executive and hold all affairs of the Association accountable to the requirements, standards, and procedures set out by the APSS Constitution.

29.3 Requesting a Constitutional Appeal. Any General Member of the Association has the right to request a constitutional appeal to the APSS Office or the ASSU Office for review and assessment of any action or statement regarding the affairs of the Association.

To request a constitutional appeal, a General Member of the Association must submit a document in writing to the APSS Office that includes:

- A. The name, signature and student number of the member, as well as a telephone number and email address, and the date of submission;
- B. A list of the following Articles or Subsections that are claimed to have been breached; and
- C. Reasoning and evidence that constitutional procedures have been breached.

After submitting an appeal to the APSS Executive, the member must allow the Executive either the next scheduled Executive Meeting or ten (10) days, whichever happens first, to satisfactorily resolve the issues and concerns addressed in the request. Should the APSS Executive unsatisfactorily resolve or refuse to address the concerns in the constitutional appeal, the member may directly submit the constitutional appeal to the ASSU Office with evidence that the APSS Executive failed to resolve all concerns in the time given. The APSS Executive has the obligation to address all concerns in a constitutional appeal after notice by the ASSU Executive of a valid submission that has been received by the ASSU Office. All rulings made by ASSU regarding constitutional appeals are final and effective immediately.

29.5. Dereliction and Negligence to Constitutional Appeals. Any Member of the Executive who is derelict from any ruling by ASSU is deemed to have refused to perform the duties and responsibilities of their Position or Office, and is immediately subject to Article 17 Subsection 4 “Removal Procedure”.

30. Amendments to the APSS Constitution

30.1. Preamble. An amendment consists of any change to the procedures, bylaws, and appendices of the APSS Constitution. All proposed amendments must be consistent with policies and procedures set out by the ASSU and the University. The ASSU has the right to reject a proposed amendment if it contradicts the ASSU Constitution or violates any policy by the University before it is presented to a General Meeting for a vote.

30.2. Petitioning Changes and Amendments to the APSS Constitution. Any member of the Executive may move a motion to present and discuss an amendment to the Constitution during an Executive Meeting at any time during the Academic Year. Any proposed changes or addition of amendments to the Constitution must be made in writing and presented at an Executive Meeting for a two-thirds ($\frac{2}{3}$) majority vote with at least three-fourths ($\frac{3}{4}$) of all Executive Members in attendance to accept the request for a change or an amendment to be added to the next General Meeting for a vote.

30.3. Provisions for Adopting Changes or Amendments to the Constitution. An Absolute Majority vote at a General Meeting is required for an amendment to pass and be incorporated into the APSS Constitution. All changes and amendments to the APSS Constitution that have been passed during a General Meeting will take effect immediately.

APPENDIX 1: EXECUTIVE STRUCTURE & PORTFOLIOS

Executive Offices. The portfolio of Executive Offices include the following duties and responsibilities:

- A. *President:* Shall oversee and manage the general administration of the APSS, chairing all General and Executive Meetings while supervising and directing the activities of the Association to ensure ongoing financial viability and consistency with the values and objectives of the Association. The President will conduct the business affairs of the Association as appropriate, and be the official representative of the Association.
- B. *Vice President of Finance:* Shall oversee and manage the financial affairs of the APSS, be charged with the drafting of resolutions, and in the absence of the President, fulfill the duties of the President and perform such other duties as directed by the APSS at the Annual General Meeting and as outlined in the strategic plan;
- C. *Vice President of Communications:* Shall oversee and manage communications of the Association with general membership, Faculty, the University and entities outside the University and in the absence of the President and Vice- President, fulfill the duties of the President and perform such other duties as directed by the APSS at the Annual General Meeting and as outlined in the strategic plan;
- D. *Executive-at-Large:* Shall be responsible for planning, organizing, and running social and academic events on topics and themes of political science for the Association;

Executive Positions. The portfolio of Executive Offices include the following duties and responsibilities:

- A. *Associate Vice President:* Shall be responsible for the internal logistics of the Executive, including performing a supportive role in assisting the President of Vice President of Communications and the Vice President of Finance with the duties and responsibilities of their Offices. The AVP is responsible for organizing the Co-Curricular Record of Executive Members with the APSS Faculty Advisor and organizing the yearly Transition Package by the Spring Elections. The AVP is also responsible for the outreach of the Executive's events and the engagement of members of the Association. The AVP acts as a liaison between the APSS Executive and other undergraduate course unions, student organizations, and student governments. They are responsible for partnerships with other student groups and helping to foster the engagement of members of the Association. Finally, the AVP is responsible to directing the College Representatives for event planning, outreach strategies, and communication.
- B. *Editor-in-Chief:* Shall be responsible for developing and editing the undergraduate academic journal in time for its annual publishing. The Editor-in-Chief is also responsible for compiling the POLIS Editorial Board that will help develop the journal;
- C. *Director of Mentorship:* Shall be responsible to plan and organize a mentorship program that connects First and Second Year Students with senior undergraduate students enrolled in the Political Science Program at the Faculty. They will be overseeing mentor-mentee relations and organize events such as networking

opportunities and career workshops. The goal of events should be to build supportive relations between mentors and mentees or to create opportunities to network or be exposed to extracurricular and other opportunities;

D. *Associate Director of Mentorship*: Shall be responsible for collaborating with the Director of Mentorship with the duties and responsibilities of their Position.

Though the Director of Mentorship is in the position of leadership, it is key that the two Positions work closely together as partners. Collaborative tasks include, but are not limited to, the promotion of the mentorship program, the recruitment of senior student mentors and junior student mentees, brainstorming ideas and planning for events, and responding to participants' concerns;

E. *Director of Media*: Shall be responsible for the multimedia development and creative design of APSS Events and activities for marketing and promotional purposes. The Director of Media is responsible for the photography and videography of APSS Events, and assist in the management of APSS social media accounts in collaboration with the Vice President of Communications;

F. *Associate Director of Media*: Shall be responsible for working collaboratively with the Director of Media in the duties and responsibilities of their Position as well as to assist the Vice President of Communications with the promotion of events of the Association.

First Year Representatives. The portfolio of Executive Offices include the following duties and responsibilities:

A. *First Year Representative*: Shall be responsible for representing and advocating for members in their first year at the University, and are expected to contribute to communication and administrative duties and event organization.